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27 SEP 1966

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Office of Security  
Accomplishments - FY 1966 and FY 1967  
Plans - FY 1967 and FY 1968**

1. This memorandum is for your information only.

2. In accordance with your request, attached is the Office of Security topical outline of suggested items to be used in briefing the DCI and the Executive Director.

3. The items set forth under Tab A reflect the major accomplishments of the Office of Security for FY 1966 and thus far in FY 1967. The items set forth under Tab B reflect the plans and objectives of this Office for the remainder of FY 1967 and FY 1968. Tab C contains the accomplishments and objectives of the Special Security Center and is submitted separately since it is in the  System.

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**Howard J. Osborn  
Director of Security**

**Att**

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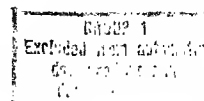
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**TAB A**

**OFFICE OF SECURITY**

**MAJOR ACCOMPLISHMENTS - FY 1966-FY 1967**

**I. GENERAL MANAGEMENT**

**a. Executive and Planning**

**1. Unauthorized Disclosures**

Efforts to detect unauthorized disclosures have included a daily review of intelligence community publications, newspapers, trade publications and reports to the DCI concerning press contacts. Possible unauthorized disclosures have been discussed with appropriate CIA analysts. In at least ten of these cases, reports have been submitted to the Director of Security and in three instances reports have been forwarded to the DCI.

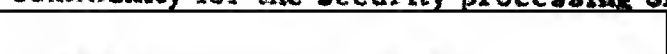
**2. War and Contingency Plans**

Seven war and contingency plans were reviewed during this period.



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**4. USIB Security Committee**

Upon referral by the DDCI in 1965, the Committee reviewed the existing procedures in the intelligence community for the security processing of accredited  The Committee found that each department had different procedures

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member agencies. On 19 September 1966, USIB approved the policy guide and issued it to Members for implementation in their departments.

b. Special Security

(Submitted as Tab C in separate channel).

c. Administrative Support

Security Training

The Security Education Program was presented to all new employees during this period. In addition, the Security Indoctrination Course was given to Agency dependents preparing for overseas assignments. In connection with the Security Training Program, courses were formulated and presented concerning investigative and operational support techniques and practices.

II. PERSONNEL SECURITY

a. Counterintelligence

1. CI Source Program

The external Counterintelligence liaison effort, which involves the exchange of Counterintelligence data with other Agency departments, services  organizations, was expanded to include 25 such units. A confidential internal and external source activity enabling the acquisition of sensitive information not normally available through routine and investigative sources was added to the Staff's activities.

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## **2. The Review Program**

A continuous review was conducted of all security cases having a Counterintelligence potential. This included a review of technical interviews, debriefings, intelligence reports of both this Agency and other intelligence agencies, and reports of foreign contacts and travel.

## **3. The Publications Monitoring Program**

A close monitoring of Communist and extremist publications providing a continuing source of information on activities affecting Agency personnel, physical security and Counterintelligence requirements was continued. Publications of Security and Counterintelligence components of other government agencies enhanced the monitoring program.

## **4. The Counterespionage Program**

This Program, designed to protect the Agency from positive penetration, has resulted in a number of cases of concurrent interest to the FBI, this Office and the CI Staff/DDP.

## **5. The CI Operational Support Program**

In consonance with the CI Staff/DDP and other Counterintelligence elements of the Agency, this Office is currently examining cases additional to the CE Program, but not limited to the development and exploita-

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## **6. CI Publication Program**

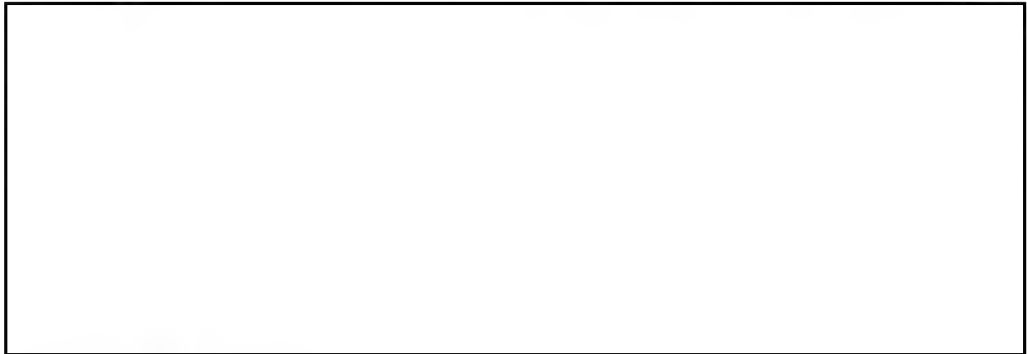
A bi-weekly publication on domestic and foreign Communist and other extremist groups received uninterrupted publication and dissemination to OS personnel at Headquarters [redacted] and overseas. Special Counterintelligence studies were released during this period as supplemental to the bi-weekly Digest.

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**7. The CI Lecture Program**

The Staff provided lecturers for CI/Counter-espionage presentations for the Office of Security, the Defense Intelligence Agency, and the Naval Intelligence School.



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**b. Personnel Security**

**Reinvestigation Program**



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**c. Polygraph**

**1. Case Load**

During this period, the Interrogation Research Division handled a case load which increased from  cases in FY 1965 to  cases in FY 1966.

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**2. Scheduling of Technical Interrogations**

A major change in the policy was introduced whereby the polygraph interview is given as one of the final steps in the selection and screening of applicants. This reduces the number of interviews as a result of those cases which are screened out by other processes prior to the polygraph interview.

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### 3. Research

A remote print-out device was installed permitting the printing of polygraph charts at a remote location. This will permit more meaningful research particularly on the question of the reliability and the validity questions.

#### d. Security Records

##### 1. Utilization of Summer Employees

Through the utilization of summer employees, the Security Records and Communications Division searched its entire holdings of over [ ] dossiers for misfiled material. Although this operation had not been conducted for several years, nevertheless only approximately 100 misfiles were located which is a good record considering the activity of these records.

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##### 2. Open Shelf Filing

Open shelf filing was installed in the Compartmented Information Branch which permitted the return of 20 four-drawer combination safes to inventory. In addition, 132 linear feet of filing space was gained by using open shelf storage.

##### 3. File Retirement Program

Increased emphasis was placed on the file retirement program within the Security Records and Communications Division. An inventory of files which was completed in March 1965 revealed that the Office of Security had retired [ ] dossiers. Through August 1966 the number of retired files was increased to [ ]

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#### e. Automatic Data Processing

##### 1. Conversion of Security Index

In FY 1966 the Security Records and Communications Division completed the conversion of [ ] index records to magnetic tape in order to establish a computer name tracing system. Full implementation of the system

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awaits the completion of the "up date" program by the Office of Computer Services (the "up date" program is needed to add, delete, and change records in the master file). Minimal use is being made of the systems research program to ascertain file numbers pertaining to un-numbered correspondence. It is planned that this program will be operational in 1967.

### III. PHYSICAL SECURITY

#### a. Physical Security

##### 1. Overseas Surveys

Security surveys were conducted at [ ] bases and stations in Africa, Latin America and the Near East.

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##### 3. Protection of Personnel Overseas

In coordination with TSD/DDP and in collaboration [ ] a research effort was initiated to develop methods of protecting personnel from flying glass caused by terrorist activities. Extensive tests have been completed and a [ ] manual has been produced which is currently being reviewed and evaluated.

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**6. Closed Circuit TV**

An exterior security closed circuit TV is now being installed  When completed, a guard posted at the main warehouse will be able to monitor the entire compound. In addition to increasing efficiency, an entire guard post will be eliminated.

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**8. ARFCOS Procedures**

A representative of the Physical Security Division participated in the overseas review of ARFCOS facilities and procedures as a member of a special study group under the direction of the Joint Chiefs of Staff. Improvements were recommended.

**9. Training of Overseas Personnel**

A total of  Agency personnel scheduled to go overseas were provided training in physical security procedures and equipment such as installing and maintaining alarm systems, repair of safekeeping equipment

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and the proper handling and use of document destruction devices. Agency personnel destined for overseas posts were also provided training and familiarization courses in firefighting, riot control and general safety subjects.

10. President's MISSION SAFETY-70

In support of this program, an additional professional employee was assigned to the Physical Security Division to assist the Agency in meeting the Presidential objectives. He has initiated a program to brief new employees on "SAFETY-70" and has prepared and disseminated appropriate notices concerning the program to Headquarters components


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b. Technical Security

1. Support to Foreign and Domestic Agency Activities

a. During FY 1966, 18 overseas inspection trips were made which covered audio countermeasures inspections at  stations and bases.

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b.  inspections were completed and 251 RF inspections were made in and around Agency Headquarters buildings.

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have been discovered in a technical inspection.

7. New Concepts and Training

Three courses are currently underway [ ] sponsored and instructed by TD/OS for Technical Division personnel, and USIB TSCC community invitees. These courses are in Laser/IR, X-Ray, and Signal analysis.

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c. Industrial Security

1. Establishment of Division

An Industrial Security Support Division was established as a result of an intensified survey which was conducted by the Inspector General concerning the security of industrial contracting activities. The Division will exercise centralized security cognizance over Agency industrial contracting activities.

IV. INVESTIGATIONS

a. Investigations

1. Investigative Case Load

(a) During FY 1966, the Investigations Division completed 19,618 cases involving field investigation as compared with 17,360 in FY 1965, amounting to an increase of 13%. Of this total, there were [ ] Staff Applicant and Contract Employee cases involving full field investigation in FY 1966, as compared with [ ] in FY 1965, amounting to an increase of 24%.

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(b) During the first two months of FY 1967, the Investigative Division completed [ ] Staff Applicant and Contract Employee cases involving full field investigations. This represents an increase of 24% over completions for the first two months of FY 1966 for this category of cases.

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TAB B

PLANS AND OBJECTIVES - FY 67 - FY 68

**I. GENERAL MANAGEMENT**

**a. Executive and Planning**

1. Establish through the Security Committee and the United States Intelligence Board uniform personnel security criteria for all compartmented security systems.

2. Efforts will be continued to uncover the sources of unauthorized disclosures of classified intelligence and to discourage potential offenders.

3. Ensure maximum utilization of Automatic Data Processing in security programs.

**b. Special Security**

(Submitted as Tab C)

**c. Administrative Support**

**Security Training**

To continue current security training programs at or above current levels.

**II. PERSONNEL SECURITY**

**a. Counterintelligence**

**CI Source Program**

The CI Source Program will be continued. In addition to the current liaison with Counterintelligence sources in other government agencies and law enforcement services, it is planned to increase and enlarge the scope of this activity, within existing budgetary limitations, seeking still more comprehensive coverage.

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Similarly, all of the other facets of this operation are being directed in continuance of their outlined functions, all being targeted toward preventing penetrations of the Agency by opposition intelligence services. Concurrent with this objective, necessary support is being continued to the CI Staff/DDP, area Counterintelligence elements of the Agency and the FBI in cases which may effect the internal security of the nation.

b. Personnel Security

Applicant Type Cases

1. For the fiscal year 68 the Personnel Security Division will attempt to gear itself under the present TO to schedule investigations and appraise Applicant type cases in order that the Office of Personnel can enter on duty [ ] Staff Employees. In addition, approximately [ ] other full field investigations will be processed by this Division, exclusive of the [ ] cases under the Reinvestigation Program.

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2. All consultants to the Agency and other people who have an association with the Agency of some type are given thorough defense briefings if they travel abroad behind the Iron Curtain.

c. Polygraph

1. Case Load

The FY 1966 case load totalled [ ] cases. For FY 67 the anticipated case load is slightly more than [ ]. One additional examiner has been located and will be trained to handle this work.

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2. Research

(a) An initial reliability and validity study will be completed.

(b) Determinations will be made on other pending research efforts, as follows:

(1) the applicability of computer processing to chart analysis;

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(2) the usefulness of new parameters to the existing polygraph program;

(3) the usefulness of one new sensor in conjunction with the existing polygraph program.

(c) In FY 1968 final decision will be made on whether a pattern recognition device is both possible and economical.

(d) Studies will begin in FY 68 on those portions of the polygraph process not having to do with chart analysis, i. e., studies will be made on the examiner-subject relationship, questions, question content, and interrogation as it exists in the polygraph context.

d. Automatic Data Processing

Computer Name Tracing System

In FY 66, the Security Records and Communications Division completed the conversion of [ ] index records to magnetic tape in order to establish a computer name tracing system. Full implementation of the system awaits the completion of the "update" program by the Office of Computer Services. (The "update" program is needed to add, delete, and change records in the master file.) Minimal use is being made of the system's search program to ascertain file numbers pertaining to unnumbered correspondence. We plan to be operational in FY 1967-68.

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III. **PHYSICAL SECURITY**

a. Physical Security

1. Overseas Survey Program

In FY-67, seven survey trips are planned to cover approximately [ ] Africa, the Near East and the Western Hemisphere. Within the present personnel ceiling an attempt will be made to conduct 11 survey trips covering [ ] stations and bases in Africa, the Near East and the Western Hemisphere. If this is accomplished the annual survey capability will have been achieved.

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**2. Developments in Scientific, Technical and Electronic Fields**

To continue to keep abreast of and employ the latest developments in the scientific/technical/electronic fields to meet the needs of the Agency's audio countermeasures program:

(a) Critically needed countermeasures equipment will be procured through available sources to meet the state-of-the-art advances in positive audio. The need for this program is even more serious in view of the failure of [ ] to develop and deliver equipment under an R&D contract with the Technical Services Division.

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(b) Keep abreast of developments in the laser/IR fields and develop effective detection equipment against these threats.

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**c. Industrial Security Support**

**1. Policy Program**

To meet the objectives established for the Industrial Security Support Division, the Division will become the central point for the issuance of CIA industrial security policy and guidance.

**2. Inspection Support Program**

Assure the conduct of industrial security inspections and reinspections on a scheduled basis to support the contracting offices in the maintenance of their contracts.

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### **3. Counter-Intelligence Program**

Industrial security activities will be reviewed to identify counterintelligence information and assist in the implementation of counterintelligence programs.

### **4. Management Information Program**

Through automatic data processing equipment top management will be provided a current status of contracting activity in CIA.

### **5. Orientation & Training Program**

Industrial security education programs will be developed for Career Security Officers, Agency contracting offices and technical officers, contractors and their personnel.

## **IV. INVESTIGATIONS**

### **a. Investigations**

#### **1. DOD Index**

Perfect system for checking through automatic data processing the DOD master index at Ft. Holabird, Md.

#### **2. Covert Clearances**

Continue discussions with CI Staff with a view toward promulgating an appropriate Headquarters Regulation governing processing procedures for Covert Security Approvals, Proprietary Approvals, and Operational Approvals.

### **b. Operational Support**

#### **Operational Support**

To continue to train personnel and maintain facilities to insure that the office has the capability for effectively providing operational support of any type to all components of the Agency with special emphasis on improving our capability in audio and physical surveillances.

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